



## CITY OF INGLEWOOD Housing and Section 8 Programs



### Instructions to Request a Special Inspection

If a participant contracts the Inglewood Housing Authority (IHA) to request a Special Inspection, the participant

**MUST:**

- First, pursuant to the lease agreement, the participant must submit a written “Repair” or “Work-order” or “Maintenance” Request to the landlord or agent. [KEEP A COPY FOR YOUR REOCORDS].
- Give the landlord/agent a reasonable amount of time to make the repairs. 24-hours is a reasonable amount of time to make emergency repairs. 30-days is a reasonable amount of time for all other repairs.
- If the participant DOES NOT receive a response from the landlord/agent to the written request or the repair(s) have not been completed, within a reasonable amount of time, then the participant may contact the IHA to request a Special Inspection.
- Before a special inspection can be schedule, the participant must fill-out a “Special Inspection” request form, attached a copy of the written work order request submitted to the landlord or the landlord’s receipt of the work order request and submit both to the IHA.
- The IHA Inspection desk will schedule and perform emergency Special Inspections within 24-hrs. All non-emergency Special Inspections will be performed within 5 business days.
- If a follow-up inspection is required, emergency inspections will be performed within the following 24-hrs. All non-emergency inspection will be performed within the following 5 business days.
- Upon completion of repairs, the inspector, participant and, if the applicable, the landlord will sign the Special Inspection form certifying that the repairs have been made. The Special Inspection process will be tracked by the IHA

**NOTE: NO SPECIAL INSPECTIN WILL BE SCHEUDLED UNTIL BOTH THE FORMS AND PROOF OF THE WRITTEN WOR-ORDER IS SUBMITTED TO THE IHA**



**INGLEWOOD HOUSING AUTHORITY  
SPECIAL INSPECTION REQUEST FORM**  
1 MANCHESTER BOULEVARD – INGLEWOOD, CA 90301  
PHONE (310) 412-5221 FAX (10) 412-5188

**SPECIAL INSPECTIONS** [24 CFR 982.405(c)]

A request, made by the participant, owner, law enforcement, or a government agency, to perform an inspection for a specific problem(s) on the subsidized unit. If one of the above notifies the IHA that the unit does not meet HUD Housing Quality Standards (HQS), the IHA will conduct a Special Inspection. In accordance to their lease agreement, prior to requesting a Special Inspection, the participant must notify the landlord, in writing, of needed repairs, and must allow the landlord, a reasonable amount of time, to make the repairs. If the participant does not receive a response or the repairs have not been made, the participant must notify IHA that, they attempted to resolve the necessary repairs to the unit, to no avail.

The IHA will inspect only the items, which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party (participant or landlord) will be required to make the necessary repairs. *If the annual inspection date is within 60 days of a special inspection, and as long as all items are inspected that are included in an annual inspection, the special inspection will be categorized as annual and all annual procedures will be followed.*

**GENERAL INFORMATION**

Head of Household: \_\_\_\_\_ Tenant Telephone #: \_\_\_\_\_  
 Unit Address: \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_ Landlord Telephone #: \_\_\_\_\_  
 Is this a 24-Hour Emergency Repair Request: Yes \_\_\_\_ No \_\_\_\_  
 Date of Written Repair Request to Landlord (**MUST ATTACH COPY OF LETTER**): \_\_\_\_\_  
 Date of Written Request for Special Inspection to IHA: \_\_\_\_\_

**EMERGENCY REPAIR ITEMS**

The following items are considered of an emergency or life threatening nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the inspector:

- Gas leak or fumes;
- Major vermin infestation;
- Backed up plumbing;
- Hanging siding or rain gutters;
- Utilities (electric, gas or garbage) not in service;
- No running water or hot water;
- Only toilet in the unit inoperable;
- No heat when outside temperature is below 30 degrees and inside temperature is below 50 degrees;
- Exposed/arcing electrical or electrical problems which may result in shock or fire;
- Flooding, plumbing leaks, water leaks, water logged ceilings or walls;
- Fully inoperable stove or refrigerator;
- Inoperable smoke detectors;
- Obstacle which prevents entrance or exit;
- Severe structural damage: collapsed roof, ceilings, walls, or floors;
- Severe exposed broken glass or metal;
- Lack of security for the unit.

**REASON FOR REQUESTING A SPECIAL INSPECTION**

**Please list reason(s) for a Special Inspection. (Attached additional sheets if needed)**

1)
2)
3)
4)

## AUTHORIZATIONS, REPRESENTATIONS & CERTIFICATIONS

I, do hereby swear and attest, under penalty of perjury, that all of the information contained in this document is true and correct. I further attest that I have diligently tried to resolve the above noted with my landlord, both verbally, and in writing, to no avail.

### **WARNING:**

TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT **A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY & WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES. MAKING FALSE STATEMENTS IS A FELONY UNDER CALIFORNIA STATE LAW** (PENAL CODE SECTIONS: 115, 118, 487, 532) AND MAY RESULT IN CRIMINAL CHARGES INCLUDING **PERJURY AND FILING FALSE DOCUMENTS WITH A PUBLIC OFFICE.**

Head of Household Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **TO BE COMPLETED BY OFFICE STAFF:**

IHA Inspection: \_\_\_\_\_ Date Received: \_\_\_\_\_

Copy of Written Request to Landlord: YES NO Date: \_\_\_\_\_

Date of Last Inspection: \_\_\_\_\_

Special Inspection Necessary: YES NO

If No, Please Explain: \_\_\_\_\_

Repairs Completed: YES NO

Please Explain: \_\_\_\_\_

Follow-Up Inspection Necessary: YES NO Date: \_\_\_\_\_

IHA Inspector: \_\_\_\_\_ Special Inspection Date: \_\_\_\_\_

### **AUTHORIZATION & CERTIFICATION**

I, do hereby swear and attest, under penalty of perjury, that I am the landlord or agent of the landlord to the above property. I further attest that all of the repairs to the subsidized unit have been completed on \_\_\_\_\_, 20\_\_.

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_